



## Land Development News

# Technical Memorandum

**Subject:** Plan Coversheets

**Date:** June 13, 2011 **No.:** 11-05

**Summary:** The coversheets for site plans/public improvement plans, and subdivision plans have been revised. In addition, a new infill grading plan coversheet has been created. The coversheets were updated to align with current county requirements and policies.

**Effective Date:** The revised coversheet must be used on all major plans (rough grading plans associated with a site plan or subdivision plan, site plans, public improvement plans and subdivision plans) submitted after June 30, 2011. Use of the infill grading plan coversheet is optional.

### **Site Plan/Public Improvement Plan Coversheet and the Subdivision Plan Coversheet**

The following changes have been made to both of the site plan/public improvement plan coversheet and the subdivision plan coversheet:

#### **Added**

- Information regarding activities in a Resource Protection Area – This information is required for the county's annual report that is submitted to the state.
- Information regarding the potential for wetlands – This information will identify whether or not there is a potential for encountering wetlands during the land disturbing activity. Another technical memorandum regarding this information will be distributed in the near future. Prior to distribution of the wetlands technical memorandum, this information may be left blank on the coversheet.

#### **Revised**

- The soils map information to reflect the new county-adopted maps (Natural Resources Conservation Service (NRCS) maps).
- The soils map information to indicate where asbestos and marine clay information can be found.
- The wetlands permits certification to indicate that permit information must be presented to the county inspector prior to land disturbance.
- The solid waste and recycling note.

#### **Removed**

- Review fee information – This information will be submitted on a separate document ([fee form](#)).

- The site plan tabulations from the subdivision plan coversheet.
- The subdivision plan tabulations from the site plan coversheet.

The [new site plan/public improvements plan coversheet](#) and the [new subdivision plan coversheet](#) are available in an AutoCad™ format or a PDF format.

### **Infill Grading Plan Coversheet**

The infill grading plan coversheet was created and includes the following information:

- Description of proposed work
- Building height certification
- Erosion and sediment priority rating form
- Information regarding responsible land disturber
- Tree conservation plan
- Site inspection notes that are normally added during approval of the building permit
- Legality of lot certification
- Wetlands permits certification
- Stormwater facility information
- Disturbed area within watersheds
- Information regarding activities in a resource protection area
- Soil map and information
- Owner information
- Vicinity map
- Impervious area analysis for pro-rata share
- Chesapeake Bay water quality requirement determination
- Department of Health approval for an individual wastewater system and/or water well
- Statement regarding the limits of clearing and grading and the limits of the Resource Protection Area

Use of the infill grading plan coversheet is recommended, but not required. It provides a useful tool in presenting information that is required on an infill grading plan. The [new infill grading plan coversheet is available in an AutoCad™ format or a PDF format.](#)

If you have any questions, please contact Environmental and Site Review Division at **703-324-1720, TTY 711.**

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